

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Facilities Project Manager	Job Family: 2
General Classification: Management	Job Grade: 32

Definition: To manage, through coordination and provision of direction, the formulation and implementation of all activities within assigned facilities maintenance projects. This includes, in consultation with assigned technical support staff, the creation of objectives, priorities, budgets and schedules required to achieve maximum production and efficiency in the project.

Distinguishing Characteristics: This is a journey-level job class which performs a full range of project management functions within the Facilities Division of the Public Services Department. This job class may be responsible for one or more projects related to preventative facilities maintenance or remodeling. Receives general direction from the Facilities Services Manager. Provides direction through consensus-building and team leadership to a variety of technical/professional staff as a function of project management.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage the implementation and achievement of assigned project objectives and assigned projects; is responsible for assuring that timely decisions are made and, when appropriate, is responsible for referring matters to Facilities Services Manager for resolution.
2. Assure delineation of tasks, schedule time lines and coordinate technical/professional staff on a project basis to ensure maximum/timely production and achievement.
3. Coordinate and may supervise and inspect the work of a variety of trades and maintenance personnel or contractors performing maintenance or remodeling projects.
4. Review requisition and work orders to determine feasibility before forwarding.
5. Develop and recommend solutions to remodeling problems.
6. Make inspections of buildings, noting needed improvements and safety hazards.

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7. Provide liaison with other divisions within the Public Services Department and other departments in the City regarding activities involving the estimating, scheduling and coordination of maintenance work projects.
8. Develop preventative maintenance and system specifications.
9. Perform minor design work.
10. Implement preventative maintenance programs.
11. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic design and construction principles, methods, materials and equipment used in facilities maintenance projects; basic technical disciplines and processes used in maintenance projects; building trades; methods and techniques of project management; inspection techniques; scheduling techniques and building systems; preventative maintenance programs.

Ability to: Successfully apply project management techniques to practical situations; communicate tactfully and effectively in both oral and written form, including the preparation and presentation of position papers and policy reports, synthesizing and summarizing of special technical information, discussions of an advisory/consultative nature, etc.; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solutions; negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea, plan, activity and/or product; prepare and administer assigned budget; secure information so as to successfully estimate cost, time frame and proper resource allocation; estimate cost of construction materials and labor; coordinate a variety of work projects; prepare oral and written presentations; develop, update and maintain plans; develop preventative maintenance specifications; determine life cycle cost for building systems and equipment; establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: A minimum of two years of technical and professional work experience with facilities maintenance projects, including one year of performing increasingly responsible project management functions; equivalent to a bachelor's

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degree from an accredited college or university with a degree in planning, public or business administration, architecture, engineering or a related field.

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Required Licenses or Certificates: Possession of valid California driver's license.

Working Conditions:

Established April 1996

Revised

CLASS SPECS

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